LCPtracker Contract Delivery
2019 Construction Management Conference

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Special Provision

Labor Compliance pg. 1

Use in all projects
Special Provision

Labor Compliance pg. 2

Use in all projects
Special Provision

Prevailing Wage Compliance System

Pg. 1

Use in all Federal-aid trunkline projects. Optional for LAP.
Special Provision

Prevailing Wage Compliance System

Pg. 2

Use in all Federal-aid trunkline projects. Optional for LAP.

2. Access to the PWLC system is provided at no cost to the Contractor. The project office will setup the project in LCPtracker and assign the Contractor. The Contractor will setup other project companies to submit certified payrolls and prevailing wage/labor compliance documents. Once setup in the system the Contractor and other project companies may access the software at the following website:


3. Use Internet Explorer to access the PWLC system. The Department has tested and will support Internet Explorer versions 8, 9, 10 and 11.

g. Document Format. The Engineer reserves the right to electronically reject documents that are deemed to be unsuitable. This may include documents submitted that are illegible or unreadable or contain inappropriate information. The submitting company must re-submit the corrected documents into the PWLC system. Failure to do so will be considered noncompliance and may delay progress payments.

h. Training. LCPtracker offers biweekly contractor training sessions, user support manuals, quick start guides, e-Training videos, and a software support staff available Monday thru Friday 8 am to 8 pm EST accessible through the online interface.

i. File/Document Retention. The electronic files submitted in the PWLC system are the official contract documents and must follow all Department document retention schedules.

j. Technical Issue Resolution. Upon discovery, the Contractor (designated subcontractors, suppliers, etc. must go through prime Contractor) must immediately contact the Engineer through documented correspondence concerning software issues.

k. Measurement and Payment. The work included in this special provision will not be paid for separately and is considered to be included in other items of work.
LCPtracker Local Agency Use

- Goal to include SP on all MDOT let projects FY:20
- If including after award:
  - Discuss use at the preconstruction meeting
  - Ideally not used on short duration projects
  - Involves multiple contractors to maximize benefit
- Intended to reduce but not eliminate prevailing wage oversight times
- Contract information sent to the resource email for project setup and assignment including job number and identification of prime approver.
Prevailing Wage Procedures

Contract Setup and Assignment – Contract setup in LCPtracker as well as the assignment of the prime contractor and prime approver is the responsibility of the engineer (or their designee such as the office technician). Contract setup includes but is not limited to the entry of project specific information, identification of a project specific contact, and assignment of the appropriate prevailing wage schedule(s). Individual contracts where consultants are performing payroll oversight must be setup by the engineer or their designee and then assigned to the consultant.

Wage Determination Entry – Entry and maintenance of wage decisions is the responsibility of the MDOT LCPtracker administrator. If at any time a project office becomes aware that a wage determination required for their project is not available, the MDOT LCPtracker administrator must be notified. Wage entry requests must allow at least 2 business days for the information to be input into LCPtracker.

Contract Administration – The day-to-day administration of the contract is the responsibility of the engineer or their designee. This will include approving fringe benefit statements, receiving, reviewing, and accepting certified payroll submissions, approving apprenticeship documents, establishing project specific apprenticeship/OJT classification(s), and closing completed contracts.
Forms Requirements

Prevailing Wage Forms

1952 □ – Certified Payroll Review Checklist: This form is not required when utilizing LCPtracker. The engineer will review the certified payrolls from the prime contractor and subcontractor(s) to ensure consistency with work performed. The background validation settings in the software are configured to:

- Disallow certification and submission of incomplete or inaccurate payroll information.
- Require submission of fringe benefit information prior to certifying a payroll.
- Require submission of Apprentice/On the Job Training (OJT) documentation prior to certifying payrolls on which Apprentices/OJTs are included.
- Verify that wages paid meet or exceed required wages based on classification selected.

1954 □ – Certified Payroll Status Log: This form is required and will be stored in the project specific construction folder of ProjectWise under 400 – Internal Use Only.

1955 □ – Contractor’s Certified Payroll: This form is not required when utilizing LCPtracker. The intent of MDOT form 1955 is to accompany the prime contractor’s submittals of subcontractors certified payrolls to the engineer verifying that certified payrolls are complete as required by the prevailing wage oversight procedures located in the MDOT Construction Manual (Division 1 Section 107). The background validation settings in the software are configured to disallow certification of incomplete certified payroll. The prime approver functionality within LCPtracker will take the place of this form.

1967 □ – Jobsite Poster Inspection Checklist: This form is required and will be stored in the project specific construction folder of ProjectWise under 400 – Internal Use Only.

1156-T1 □ – Wage Rate Interview Sheet Tier 1: This form is required and will be stored in the project specific folder of ProjectWise under 400 – Internal Use Only.

CP-347 □ – Certified Payroll: Weekly certified payrolls covering the contractor’s and subcontractor’s workforce must be submitted via LCPtracker. The submitted payrolls must set out accurately all information required by MDOT form CP-347 with the exception of total hours worked on all projects. Total hours for all projects will not be required as LCPtracker will identify if/when a worker has been shown on a payroll in excess of 40 hours in a week, and certification will not occur without paying a premium rate of pay.
System Login

Sign into LCPtracker
For Electronic Submission and Management of Certified Payroll Reports

Username

Password

SIGN IN

Forgot Password?

www.lcptracker.net
After MDOT sets up Local’s account they’ll be able to access training materials.

All project’s local has in LCP will be visible on this screen. Projects not on this screen are not assigned or not in LCP.
**Certifications Tab**

- Various filters
- Shows payroll
- Once payroll is reviewed it must be accepted
- Additional Info

### Certification Details

<table>
<thead>
<tr>
<th>Delete</th>
<th>Contractor</th>
<th>Project</th>
<th>Sub To</th>
<th>Contract ID</th>
<th>Week End</th>
<th>Payroll No</th>
<th>Performing?</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>Test Contract</td>
<td>Test Project</td>
<td>All Contractors</td>
<td>All Assignments</td>
<td>10/8/2016</td>
<td>1</td>
<td>YES</td>
<td>10/6/2016</td>
</tr>
</tbody>
</table>

### Process Status
- All Process Statuses

### Accept Status
- All Accept Statuses

There are 1 certification records found for the above selection.
**Payroll Details**

**Previous Payroll Submissions**

Revision requires contractor comment

Payroll must always be revised not removed and replaced
Viewing Payroll

Things to look for:

- Classification and location correct?
- Number of hours and employees look appropriate?
- Fringes match fringe benefit statement?
Prevailing Wage Documents

The eDocuments tab allows you to view all documents that have been submitted on your project.

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Req’d</th>
<th>Expire Freq (month)</th>
<th>Access</th>
<th>Document Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apprenticeship Documents</td>
<td>N</td>
<td>0</td>
<td>V</td>
<td>Apprenticeship documentation must be submitted prior to the certification of any payroll where an apprentice is present. Contractors employing apprentices must also identify apprentice craft and level.</td>
</tr>
<tr>
<td>Authorization Letter</td>
<td>N</td>
<td>0</td>
<td>V</td>
<td>This authorization letter gives a third party permission to act on the behalf of a principle or company owner when signing and submitting certified payrolls.</td>
</tr>
<tr>
<td>Fringe Benefit Statement</td>
<td>R</td>
<td>0</td>
<td>V</td>
<td>Contractors paying fringe benefits as cash must upload fringe benefit statement stating that fringe benefits are paid as cash.</td>
</tr>
<tr>
<td>Owner Operator Trucking Log</td>
<td>N</td>
<td>0</td>
<td>V</td>
<td>Calculations to show how weighted average overtime was determined.</td>
</tr>
<tr>
<td>Prevailing Wage Calculations</td>
<td>N</td>
<td>0</td>
<td>V</td>
<td>Proof of payment will be in the form of cancelled checks or other form of acceptable proof as requested by the engineer or their representative.</td>
</tr>
<tr>
<td>Total Hours All Projects</td>
<td>N</td>
<td>0</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>Union Agreements</td>
<td>N</td>
<td>0</td>
<td>V</td>
<td>Union Agreements for wages and benefits.</td>
</tr>
</tbody>
</table>
Prevailing Wage Documents

Various filters

Documents must be viewed and accepted

Helpful with apprentices
Apprentices & Trainees

• eDocument type “Apprenticeship Documents” allowed to be submitted to all contracts.

• Once one office technician has approved the document all other copies will show as approved.

• Apprentices certs are valid for 90 days from issue date.

• Enhanced eDocument search function by employee name.

• Same approval process for OJT but their approval is based on construction season.

• Three step process including approving the document, approving the apprentice and providing a classification.
Admin > add/edit employees

Apprentices

Only select contractor
Select load employees
Locate employee
OJT expire at end of the year

Expire date = 90 days from date issued on cert (apprentice)
Apprentices

Set Up > Prevailing Wage Setup > Add/Edit Project Wage Data
Apprentices

Must say apprentice

Reduce basic rate & carry math through

*Contractor’s program may reduce fringe contributions also
Project Closeout

Set up > Add/Edit Projects
Questions?

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